

Municipal Services Commission  
Monthly Meeting  
November 19, 2020 – 4:00 p.m.

The meeting was called to order at 4:00 p.m. virtually with Dr. Roy Sippel, Commissioner, presiding.

Present: Dr. Roy J. Sippel, Commissioner, President  
Daniel F. Knox, Commissioner  
Dr. Allen Hansen, Commissioner  
Pamela A. Patone, Secretary

Staff in Attendance: Tara French, Manager, Accounting & Customer Service Department; Mary Jane Stubbs, Manager, Treasurer & Human Resource Department; Jay Guyer, Manager, Water Department; Scott Blomquist, Manager, Electric Department.

Secretary Patone noted a change to the first item on the agenda to postpone the investment summit performance strategies with Joe Bonasera and Trish Gildea until 5:00 p.m.

**Minutes – A motion was made and seconded to approve the minutes from the monthly and executive session for the October 22, 2020 meeting. The motion was approved.**

Treasurer's Report – Ms. Stubbs reporting

Total operating cash balance of \$2,730,796.72. PNC escrow and meter deposit total \$708,213.54 for total cash of \$3,439,010.26. Total investments are \$1,269,918.11. The attached accounts payable check register was reviewed.

**A motion was made and seconded to approve the disbursements as presented. The motion was approved.**

Accounting and Customer Service Department Report– Ms. French reporting

*(See attached report.)*

Electric Department Report – Mr. Blomquist reporting

*(See attached report.)*

Water Report – Mr. Guyer reporting

*(See attached report.)*

Mr. Phillip Gross was admitted to the meeting.

Secretary Patone congratulated and thanked Mr. Guyer on his presentation noting the EPA, DNREC and state of Delaware expressed their appreciation and acknowledged Mr. Guyer's expertise.

Secretary Patone addressed the 5 year capital plan, noting this is used as a guide to identify needs for projects, equipment and maintenance as well as identifying potential funding for projects. The list is provided to the cost of service consultants as well to properly set our rates to address the capital

Municipal Services Commission Meeting Minutes  
November 19, 2020

expenditures. She noted AMI has been on the list for several years, it is nearing the time to start these projects with a presentation scheduled for December with the AMP group that coordinates with DEMEC. Commissioner Hansen inquired when DEMEC provides rate expectations for next year. Secretary Patone reported she just received the 5 year projection which she will pass on to the cost of services consultants noting the DEMEC finance committee has not completed the review of the budget so it is not definitive. Commissioner Hansen inquired and a discussion ensued regarding Truck Mounted Attenuator (TMA), used for traffic control, previously rented when required by DelDot, Commissioner Knox inquired and a discussion ensued regarding the Gray Street Tank painting of the interior and exterior. Mr. Guyer reported there will first be an evaluation to determine the extent of the damage and explained potential methods of maintenance. Commissioner Knox asked how long it would be out of service, Mr. Guyer confirmed 45-60 days, noting the necessity to consider encapsulation even though it is not required it will eliminate other potential issues. Secretary Patone explained managers will give detail in their commission reports next month regarding the 1 year capital budget items, including reasons and quotes. The accounting department will review and accumulate quotes and estimates and provide further explanation and work through which items should be in the 1 year projection.

*Managers were thanked and excused from the meeting.*

Secretary's Report – Secretary Patone reporting

DEMEC– Secretary Patone reported the regular monthly DEMEC meeting took place November 17<sup>th</sup>, the financial reports reflected positive results through September and reflected demand down only 3.7% over previous year activities. President McCullar reported October showing a negative result and there would be a charge to the reserve fund. His expectation was to ideally come in to a no net income or loss for the end of this fiscal/calendar year. He indicated he felt lower demand and generation revenue was down this past October because Freemont had a scheduled maintenance that contributed to the loss. Secretary Patone reported the investment report was presented for DEMEC and the expectation for the future PNC investment advisor will present to the board. She reported the 2020-2021 budget was presented and the assumptions were reviewed in a work shop on November 4 there were requests for further clarification. On November 30<sup>th</sup> there will be a follow-up as well as a review of the 3<sup>rd</sup> quarter results of the financial statement for DEMEC.

Secretary Patone reported previously the 5 year projection of the power supply cost was presented but has changed since earlier this month it is a work in progress while budget discussions continue. She reported there was the addition of a compliance administrator position being added to the budget to address NERC and FERC requirements for next fiscal year. Additionally, there has been discussion about DEMEC securing an electric vehicle as a fleet vehicle and possibly installing some electric vehicle charging stations at their location. Secretary Patone reported President McCullar reported the Beasley fall outage went well and is back up in service, the solar and wind facilities are performing fine and no concerns regarding generation at this time. Secretary Patone reported Kimberly Schlichting the COO reported DEMEC met with Senator Carper regarding the extension of the solar tax incentives and also requesting line workers to be classified as essential as it relates to vaccines. The APPA is undergoing an initiative to ensure vaccines are received by utility workers as early as possible with the understanding this will be done as a phase in. Secretary Patone reported that President McCullar went on to advise that he and DEMEC continue to work to transition all DEMEC members to AMI, the Town of Clayton had a presentation this month and is exploring the possibility. The MSC is scheduled for a presentation in December. She reported it was suggested by a board member that strategic planning address maintaining or improving the credit rating of

Municipal Services Commission Meeting Minutes  
November 19, 2020

DEMEC, the explanation hinges on the three largest members, Newark, Middletown and Milford. DEMEC believes some of their control of the rating and financial security of the members is out of their hands, a discussion ensued and it was decided the financial committee should review the amount of reserves DEMEC has as it is a key factor in the credit rating, in addition to the members credit ratings, the target being double A. This will be on the agenda of the November 30<sup>th</sup> meeting. Secretary Patone reported the Electric Vehicle discussion regarding DEMEC's opportunity for electric vehicle and charging stations was a result of the research done by DEMEC for the City of New Castle.

Joe Bonasera was admitted to the meeting

Old Business

Electric Vehicles Charging Station– Secretary Patone reported after research of equipment and installation cost it was determined the planning commission should review the opportunity and identify potential locations. Secretary Patone reported she reached out to Mr. Baldini of the planning commission for an update, he indicated there have been discussions and John Lafferty would be spearheading the project for the planning commission. It is anticipated this will be an agenda item on the February 2021 planning committee meeting, Secretary Patone requested an invite to attend.

Secretary Patone reported the Mayor had intended on joining tonight's commission meeting regarding a discussion with a customer on The Strand who had expressed interest in the community having a public electric vehicle charging station as he is in the market for an electric vehicle. Secretary Patone reported she provided the customer with the electric rebate application, which makes any individual who purchases their own charger eligible for a rebate through The MSC Green Energy program funds. The customer identified a few things he wanted pointed out to the commission including the potential revenue for The MSC. He suggested as more vehicles are purchased the demand for urban dwellings to retrofit and accommodate the home powering could result in installation issues and potential arguments regarding aesthetics and ports on sidewalks in historical areas. He also wanted noted the brand distinction of being proactive and a forward thinking city.

Secretary Patone reported there was a suggestion the commission could take advantage of the very beneficial rebate from DNREC purchasing an electric vehicle charging station prior to the rebate expiration of 12-31-2020. She reported further research with DEMEC and DNREC indicates if we make the purchase prior to expiration we are eligible for the rebate with no restrictions on the installation date. In addition, one reason to take advantage of this now is that inadvertently there was a commitment from DNREC to secure two years' worth of networking costs in addition to the material costs. Taking advantage now The MSC would also have it included in the rebate amount. Secretary Patone reported this is a 90% grant. The 90% rebate of the total cost \$7,260.00 is \$6,534.00 making the total cost to the commission \$726.00, which could be paid through the DEMEC Green Energy Fund making it a win, win. A discussion ensued regarding timing and getting the charging station ordered and invoiced before 12-31-2020.

**A motion was made and seconded to approve the purchase of the electric charging station. The motion was approved.**

Feasibility Study– Secretary Patone reported she and Mr. Barthel met with GMB to refine next steps. Discussions related to real estate transactions will be discussed in executive session.

Municipal Renewable Portfolio Standard– Secretary Patone addressed the question regarding the presentation of solar and SRECS. She reported it was pointed out and explained not all of the solar

Municipal Services Commission Meeting Minutes  
November 19, 2020

DEMEC had reported or its members have are reported to the state only what is necessary for compliance. This prompted a discussion to identify the solar each community has, further discussion and reporting is planned by DEMEC. Commissioner Hansen questioned if we are not counting the credit toward our goals are we selling them, Secretary Patone stated further clarification will be forthcoming on the SREC calculations. She also stated she will remove this item from the agenda and move to the DEMEC report going forward.

New Business

Employee Recognition – Secretary Patone reported to be addressed in executive session

Trustees Appointment to Municipal Services Commission – Trustees voted to no longer make an appointment to the commission.

**Pension Plan Investment Presentations** – Joe Bonasera from Summit Financial Strategies reported trends in the market, stating one major trend is the large cap growth sector of the market has been outperforming for the last 10 years. The large tech industries have been growing tremendously while the large value stocks have been lagging the market. There is an extreme disparity between large cap growth and large value, whenever there is this extreme deviation between the two classes there is always a move back to the “mean”, expecting to see the value side of the market to improve.

International Investments – Mr. Bonasera reported for the last 10 years US Stocks led the way, it is expected international earnings and profits will improve and their stock prices will increase and gain more ground. In the past 2 -3 weeks there has been substantial improvement and it is expected to continue. Mr. Bonasera reported another important trend is interest rates have been going down, and even more decrease after COVID which accounts for the bond returns up 6 and 8% in the last couple weeks of the intermediate to long end of the yield curve showing rates increase and bonds decrease. Mr. Bonasera noted Trish Gildea made an incredible move when she recommended shortening the treasury just in time for rates to go up because when rates go up long term treasury goes down. He continued to report at the last meeting because COVID's effect on the market caused an imbalance, it was decided to rebalance the portfolio back to 65% of the plan assets in equity and 35% in fixed income allocation in the investment policy. It was also recommended to move to a more actively managed portfolio vs. a blend of both active and passive in expectation of more volatility in the market due to COVID and uncertainty of the election. The thought was active management would protect the portfolio on the downside more so than a passive index fund because with the index fund always picks up all of the upside and all of the downside there was a concern given the volatility to protect the portfolio on the down market. It was recommended a small tactical allocation overweighting to the growth side to technology and health care which turned out to be a very beneficial move, adding MFS Growth mutual fund that invest heavily in tech stock. The top 25% or top 10 securities in this portfolio represent 25-30%.

Current Portfolio shows the large growth with a 6% allocation to am cap a mutual fund over weighted in health care and MFS growth over weighted in technology, these funds are complimentary of each other not having all in technology because as seen recently tech stocks have been taking a bit of a hit and the upward trajectory is not as good as it was, with still a small amount in index. There is 15% in large growth, 10% in large value, weighting in the sector has done the best on a year to date basis. The small cap index was removed, 3% in TRowe and is up 35% year to date, 3% in American beacon which is negative year to date but all value stocks are negative, noting not as negative as they were. 25% fixed fund rate is 2.29 through the end of December 30<sup>th</sup>. 5% investment quality both corporate and government, 5% multi sector bonds, where the money manager can be in any sector of the bond market, 2% commercial real estate

Municipal Services Commission Meeting Minutes  
November 19, 2020

investments and 14% international. Mr. Bonasera recommends to maintain and stay the course, still have a little over weight to growth even though we see value come back can revisit in the spring. Overall policy is 65% equity and 35% fixed income.

Investment Performance November 13, 2020 – Large growth up 30%, mid growth up 23%, small growth is up 18%, value stocks at September 30<sup>th</sup> were all negative 12-18%, and September 30<sup>th</sup> – November 13<sup>th</sup> shows a huge recovery in value stocks, still negative but not as negative as they were. The various sector of the SMP index YTD show energy as the worst performer at -41%, bank and insurance companies are down 10%, real-estate down 1% and the rest of the SMP sectors are up with technology leading the way. Over the last week the broader participation in the value stocks have been improving substantially going from double digit negative to single digit negatives with expected continue improvement.

Statement 01/01/2020 – 09/30/2020 for Pension Fund Investments started at \$3.3 million with contributions and net gains of \$69K and benefit contributions at \$209K with \$3.362. The statement doesn't show we were down 7% in the 1<sup>st</sup> quarter due to COVID, we recovered and through September up 2.1%, to date return is over 8% and the portfolio is over \$3.5 million. Assets as of 11-17-2020 are \$3.5 million and liabilities at the beginning of the year \$4.3 million making the funded ratio 82.5%. Mr. Bonasera reported the plan is in great shape, taking a hit with COVID in the 1<sup>st</sup> quarter the economy has come back strong and the investment portfolio has done well. The report shows individual returns and due diligence showing 2 funds on the watch list. Summit feels comfortable and hopes the vaccine from the 2 pharmaceutical companies is distributed properly and soon expects to see the US and Global economy open up more helping the portfolio. The negative side of the portfolio is interest rates continue to increase on the intermediate to longer end there is a lot of debt and with debt the fed has said will allow inflation to run which will cause interest rates to increase which adversely affect bond pricing. Mr. Bonasera reported last year it was decided to put 25% of fixed income in the guaranteed account so the effects of rising interest rates won't affect the portfolio but if rates go up that fund will give a bit of a return and is confident is protected well. Commissioner Hansen inquired what the fixed income will be for 2021, Mr. Bonasera stated the information will be provided within the next 30 days with a letter from Nationwide. Commissioner Knox inquired about our target funding percentage, Mr. Bonasera confirmed the goal is 100%. Secretary Patone requested clarification on the suggestion of potential recommendation to change but now recommending no changes, Mr. Bonasera clarified he was considering changes based on interest rates appearing to increase, it is usually beneficial to have an allocation on a treasury inflation protected security fund he was contemplating if we should make the change now or wait until there is a better trend with respect to interest rates, he concluded it is ok to wait because the 2 multi sector bond fund managers currently in the portfolio have total authority and are unconstrained if they believe tips are the place to be because of rising interest rates they can make the allocation changes within the multi sector bond funds.

Commissioner Sippel inquired what the overall assumption to the US economy is for the coming year. Mr. Bonasera stated with the vaccine, improvement will be substantial in the US and Global economy in 2021. There will be volatility but the portfolio is positioned for that and believes stocks will do better than bonds because interest rates are going to go forward. He believes on the short end of the curve rates can't go lower they are almost at zero and it has been said they won't go negative. Mr. Bonasera has a good feeling about the market. Trish Gildea stated as challenging as 2020 has been there are going to be a lot of good things to come out of it as people are finding better ways to work and growth in the ways companies are running their businesses.

Portfolio Objectives – Trish Gildea of Summit Financial Strategies reported a quick overview of understanding the portfolios desired objectives wanting to keep volatility as low as possible, keep target returns in excess of inflation, and keep time horizon relatively short to intermediate because of the yield targets.

Municipal Services Commission Meeting Minutes  
November 19, 2020

Performance Summary – Ms. Gildea reported attempting to get fixed income as close as possible to the Barclay aggregate index. The portfolio is meeting the metric in every category net of Summit fees and out performing in both good times and bad. The negatives were less negative than they have been. Summit believes the portfolio is situated very well and recommends staying the course. Since inception in 2014 return has been 4.25%, inflation has been under 2% achieving the goal beating inflation without a lot of volatility or huge amount of risk particularly on the credit side.

Performance by Security – Ms. Gildea reported an anomaly with the long treasury fund we traded to a shorter treasury, looks like a growth stock because of its massive out performance but the other bonds at the high single digits are true to the trend going forward for next year expecting to be ahead of target if we keep in the 4% range.

Portfolio Snapshot – Ms. Gildea reports showing credit quality 85% of the portfolio is investment grade, 15% falls into a high yield category, high yield bonds tend to be very positively correlated with the stock market. If the prediction is correct the stock market will do well this portion of the portfolio will do well while maintaining low volatility, asset preservation with moderate growth and income and keeping asset quality very high.

Performance Figures – Ms. Gildea reported the portfolio is doing well against the benchmarks, not particularly over or under weight in any sectors, not taking aggressive action in the portfolio keeping with moderate returns that keep ahead of inflation with as little volatility as possible. The bulk of the portfolio assets are in diversified bond portfolios. The Fidelity Total Return Bond Fund has been a top performer for many years the vast majority is investment grade which is 40% of the portfolio. Another 40% in Prudential similar to Fidelity but a little more risk curve because it has more exposure to high yield. PIMCO and TRowe are non US bond funds, there is value in countries outside of the US because there national debt is not growing anywhere near the US.

Performance Change in Market Value – Ms. Gildea reports shows what was invested initially, realized gains and losses along the way showing the 4.25% net of Summit fees.

Mr. Bonasera inquires if there were any changes in the commission's objectives in respect to the portfolio? Secretary Patone stated the commission is currently reviewing the effects of COVID on revenues and would like time to digest the presentation and discuss at the next meeting. Commissioner Hansen commented on the 25% in 1 fixed fund, noting that is fine for now but if interest rates go up and bond rates drop are we looking to reduce the 25% and invest in bonds or will they always out pay the yield. Mr. Bonasera stated the investment reflects the general asset of nationwide insurance companies so it has a lot of fixed income, mortgages, corporate and government bonds. It is a fixed income portfolio but is diversified by sector and geographically eliminating the effect of rising interest rates and falling bond prices, it is a guarantee to principal plus a return. The report shows the return the last 3 months was slightly negative because interest rates went up, if the trend continues the commission will like the 25% in that account but if for some reason there is a change then Summit will recommend investing in bonds. Mr. Bonasera will provide the breakdown of assets in the fund for clarification.

Mr. Bonasera and Ms. Gildea exit the meeting.

Secretary Patone returned to the last item of the agenda concerning the change in Trustee appointments stating the necessity of speaking with the attorneys to start conversations with the city and how the change will impact the charter. Commissioner Sippel inquired if we have discussed with the city, Secretary Patone stated she has not, this is new information and is sharing with the commission for direction on reaching out to the city and starting the conversation. Commissioner Hansen reported Fred Gallagher contacted him and explained the situation. Commissioner Hansen stated he supports what the Trustees are attempting to accomplish and believe it is the right thing and a positive step forward for both the Trustees and the

Municipal Services Commission Meeting Minutes  
November 19, 2020

Commission. Commissioner Knox questioned if the city was aware, Secretary Patone stated she is unaware.

Secretary Patone invited Mr. Gross to address the commission. Mr. Gross inquired where he could find statistics indicating Vandyke was a problem area for outages and down lines that made it eligible for conversion before any other area. A discussion ensued regarding the steps taken to determine eligibility and factors that went into the decision including reliability tracker, the useful life of the poles as well as pole location that made them susceptible to problems. Secretary Patone stated he could submit a FOIA request for the reliability tracker information, an age report on the poles and documentation shared with the community prior to starting the project.

Mr. Gross exited the meeting

**A motion was made and seconded to enter executive session at 5:37 p.m.**

Commissioners returned to general session at 6:41 p.m.


**A motion was made and seconded to approve employee recognition discussed in executive session. The motion was approved.**

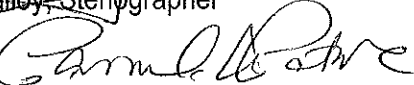
Next Meeting

Commissioners set the next monthly Board meeting to be December 17, 2020 4 p.m., commission meetings will continue virtually via zoom.

Adjournment

**A motion was made and seconded to adjourn the meeting. The motion received unanimous approval. The meeting was adjourned at 6:43 p.m.**

  
Patricia Malloy, Stenographer

Approved:   
(Minutes transcribed from recording)

# **MUNICIPAL SERVICES COMMISSION**

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

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## **Accounting & Customer Service Department Meeting Report**

**November 19, 2020**

**Prepared By: Tara French on November 13, 2020**

- **Billing / Customer Service**

The CSD continues to prepare consumption reports for analysis in usage changes that may have resulted from the COVID-19 pandemic.

The CSD did a mass mailing for solicitation of customers to donate to the New Castle Cares Fund.

The CSD will begin preparing reports for the annual billing audit.

- **Accounting**

Due to the timing of this meeting, the October 31, 2020 Monthly Budget Reports by Group Summary by Department and in Total provided are not reconciled for Investment activity.

Accounting provided Investment Performance by Security and Portfolio Holdings by Account at October 31, 2020. Also provided were the quarterly financial statements and capital budget vs actual for the six months ended September 30, 2020 as well as the Investment Quarterly Portfolio Review as of September 30, 2020.

Accounting reviewed the operating budget vs actual through October 31, 2020. The following line items were previously reported:

1. As previously discussed, the Pension expense accounts are expected to be overbudget for the year due to last year's funding not being increased timely.
2. Bad debt expense is overbudget due to the increase in accounts receivable as a result of the pandemic.
3. R&M Hydrants and Hydrant Valves are overbudget for the year due to unexpected repairs from the Spring Hydrant Flushing and a hydrant moved at Carrie Downie. The Water Department will reevaluate other budget line items and defer expenses. The operating expenses are not expected to be overbudget for the fiscal year.



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## **Accounting & Customer Service Department Meeting Report**

**November 19, 2020**

**Prepared By: Tara French on November 13, 2020**

4. Online bill pay fees are overbudget due to more customers using online to pay as a result of the pandemic. However, bank service charges are down significantly due to the switch from MSC's previous online payment site to the new one and overall is underbudget.

Loss of revenue analysis indicates residential customers past due balances have increased from the prior month, while commercial customers past due has decreased. Electric, water and waived fees compared to last year are at an estimated loss of \$158,000 but overall the operating budget compared to actual is on target.

**MUNICIPAL SERVICES COMMISSION**  
(A Component Unit of the City of New Castle)  
**COMBINING SCHEDULES OF REVENUES AND EXPENSES BY DEPARTMENT**  
**FOR THE SIX MONTHS ENDING SEPTEMBER 30, 2020 AND 2019**

	Water Department		Electric Department		Total	
	2020	2019	2020	2019	2020	2019
<b>OPERATING REVENUES:</b>						
User charges	981,790	1,001,766	4,856,920	4,960,878	5,838,710	5,962,634
City service charges	9,570	9,570	22,441	23,802	32,011	33,372
Free service	1,709	3,731	19,265	20,411	20,974	24,142
Miscellaneous	8,542	6,878	38,020	14,368	46,562	21,246
<b>TOTAL OPERATING REVENUES</b>	<b>1,001,611</b>	<b>1,021,935</b>	<b>4,936,646</b>	<b>5,019,459</b>	<b>5,938,257</b>	<b>6,041,394</b>
LESS: Free service	(1,407)	(1,922)	(1,817)	(1,943)	(3,224)	(3,865)
<b>NET OPERATING REVENUES</b>	<b>1,000,204</b>	<b>1,020,013</b>	<b>4,934,829</b>	<b>5,017,516</b>	<b>5,935,033</b>	<b>6,037,529</b>
<b>PURCHASE OF POWER AND WATER</b>	<b>(13,662)</b>	<b>(10,572)</b>	<b>(3,281,910)</b>	<b>(3,393,723)</b>	<b>(3,295,572)</b>	<b>(3,404,295)</b>
<b>OPERATING EXPENSES</b>	<b>(779,469)</b>	<b>(746,135)</b>	<b>(635,996)</b>	<b>(662,104)</b>	<b>(1,415,465)</b>	<b>(1,408,239)</b>
<b>GENERAL AND ADMINISTRATIVE EXPENSES</b>	<b>(204,506)</b>	<b>(208,665)</b>	<b>(353,289)</b>	<b>(340,680)</b>	<b>(557,795)</b>	<b>(549,345)</b>
<b>OPERATING INCOME</b>	<b>2,567</b>	<b>54,641</b>	<b>663,634</b>	<b>621,009</b>	<b>666,201</b>	<b>675,650</b>
Capitalized Labor	12,825	60,093	44,737	93,562	57,562	153,655
Capitalized Equipment	7,416	21,388	27,852	8,155	35,268	29,543
<b>OPERATING INCOME AFTER CAPITALIZED ITEMS</b>	<b>22,808</b>	<b>136,122</b>	<b>736,223</b>	<b>722,726</b>	<b>759,031</b>	<b>858,848</b>
<b>NONOPERATING REVENUES (EXPENSES):</b>						
Investment Income	2,563	3,095	15,083	18,366	17,646	21,461
Investment expense	(210)	(197)	(1,187)	(1,114)	(1,397)	(1,311)
Grant income	5,827	7,122	7,122	-	12,949	-
Grant expense	(5,551)	-	(6,784)	-	(12,335)	-
Private developer contributions	-	-	-	-	-	-
Realized Gain(Loss) on Sale of Investments	3,669	(2,274)	20,790	(12,687)	24,459	(15,161)
Realized Gain(Loss) on Sale of Assets	-	1,650	-	1,650	-	3,300
Other Expense	(2,177)	(833)	(1,652)	0	(3,829)	(833)
Appropriations to the Mayor and Council of New Castle						
Ordinary	(58,993)	(52,429)	(271,851)	(284,247)	(330,844)	(336,676)
City services	(12,773)	(13,065)	-	0	(12,773)	(13,065)
Special	(6,129)	-	(2,697)	(163)	(8,826)	(163)
Unrealized Gains/(Losses) on investments	6,968	9,300	39,486	52,701	46,454	62,001
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<b>(66,806)</b>	<b>(54,753)</b>	<b>(201,690)</b>	<b>(225,694)</b>	<b>(268,496)</b>	<b>(280,447)</b>
<b>CHANGE IN NET POSITION</b>	<b>\$ (43,998)</b>	<b>\$ 81,369</b>	<b>\$ 534,533</b>	<b>\$ 497,032</b>	<b>\$ 490,535</b>	<b>\$ 578,401</b>

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**November 19, 2020**

**Prepared by Scott Blomquist on November 12, 2020**

**1. Developer Projects:**

**a. 200 - 210 W 9<sup>th</sup> St (even only).**

- I. The post lamp for this project needs to be installed and then the project will be complete.

**b. Third Street Parking Lot:**

- I. This project is complete.

**c. HSBC:**

- I. We were contacted by Electric Environment an electrical contractor working for HSBC. They installed a generator at this location and needed the MSC to de-energize the service so they could install a transfer switch. Manager Blomquist provided the costs for this work. This work was scheduled for Saturday November 7<sup>th</sup>. HSBC approved adding the charges to their electric bill and the work was completed. This project is complete.

**2. Capital Projects:**

**a. Van Dyke Village:**

- I. There is nothing to update on this project.

**b. Delaware Street:**

- I. All customers have been transferred to the new underground. Manager Blomquist and Supervisor Granger met with Delmarva's metering group and discussed the existing AMI collector locations that will need to be moved. Delmarva has a plan to install several collectors so these can be removed. They told us that we could de-energize the existing ones. The electric crew will start demoing the existing transformers and aerial wire.
- II. Comcast is still working to transfer customers. They have not given us a completion date. We will continue to press them to complete their work so the poles can be removed.
- III. Verizon has been working on transferring their customers. When this is complete they will remove their aerial infrastructure. They also have not given a completion date.

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**November 19, 2020**

**Prepared by Scott Blomquist on November 12, 2020**

**3. Capital Purchases:**

- I. The new skid steer has been received by Burke Equipment. They are doing a pre-delivery inspection and will schedule delivery to the MSC.
- II. We received the new annunciator for Wilmington Rd Substation to replace the annunciator that we have had problems with burning up the power supply cards.

**4. Operations:**

**a. Outages :**

- I. We had 0 outages over the last month.
- II. 11/01/2019 – 11/01/2020

<b>SAIDI (minutes)</b>	<b>SAIFI (number of interruptions)</b>	<b>CAIDI (minutes)</b>	<b>ASAI (percent)</b>
58.91	0.51	114.41	99.98

SAIDI - is the average outage duration for each customer served.

SAIFI - is the average number of interruptions that a customer would experience.

CAIDI - gives the average outage duration that any given customer would experience.

ASAI - is the Average Service Availability Index.

**5. Repairs and Maintenance:**

**a. Wilmington Road Substation:**

- I. The Electric Department performed the monthly inspection at this location.

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**November 19, 2020**

**Prepared by Scott Blomquist on November 12, 2020**

**b. Dobbinsville Substation:**

- I. The Electric Department performed the monthly inspection at this location.
- II. The electric department worked with Utility Engineers to connect the Main Breaker at this location to the annunciator. We are working with Keystone Engineering to get costs to tie this into SCADA.

**6. Safety:**

- I. Daily tailgate sections are performed each morning.
- II. A Safety Committee was formed with one individual from each department to go over the existing safety manual and update it.

**7. Capital Budget:**

- I. Manager Blomquist has started working on the capital budget FYE2022.

**8. Operating Budget:**

- I. Manager Blomquist has started working on the operating budget FYE2022.

**9. Cost of Service Study:**

- I. Manager Blomquist has started gathering information for the Cost of Service Study.

**10. 6<sup>th</sup> and Delaware St Traffic Signal:**

- I. There has been no recent contact with the electric department regarding this project.

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## Water Department Commission Meeting Report

November 19, 2020

Prepared By: Jay Guyer on November 12, 2020

### 1. Developer Projects

#### A. Garrison Apartment Complex – 7<sup>th</sup> Street

1. WUM Guyer was not contacted by Cochran's Plumbing in reference to completing the punch list items. MSC was contacted by the attorney handling the sale of the Garrison property with settlement scheduled for November 10<sup>th</sup>. They questioned the outstanding punch list items and advised the money to complete the work could be placed in escrow. WUM Guyer is preparing an estimate for MSC to perform the work to complete the outstanding items on the punch list so money can be escrowed.

#### B. Del DOT – SR 9 / SR 273 Delaware Street Railroad Crossing Safety Improvements

1. WUM Guyer and WUS Jaeger are marking up drawings with proposed solutions to eliminate 2 of the 3 mains that cross under the RR tracks and will forward to Century for incorporation into the plans. The work will be performed by Del DOT's contractor with MSC supplying all the parts.

#### C. Delaware Street Repaving – City Project

1. The City's contractor Cirillo Brothers is nearing completion of the curb work on Delaware Street. MSC Water Operators will perform a final inspection of all curb boxes and valve boxes prior to final paving being started.

#### D. Sherriff's House Improvements – National Park Service

1. MSC Water Operators completed installation of the new 4" water service on October 15<sup>th</sup>. The Office of Drinking Water, Office of Engineering sent an Approval to Operate Certificate. Project costs are being reconciled and a final invoice will be sent to the National Park Service.

#### E. 6<sup>th</sup> and Delaware Street Traffic Light Replacement

1. WUM Guyer contacted Del DOT's Engineer and discussed the traffic light project. Final design and engineering are being completed then it will be put out to bid, awarded, and materials ordered. It is anticipated the work will be performed on or about July 2021 and will include trenching across West and East 6<sup>th</sup> Street, Delaware Street, and reconstructing the 4 corners of the intersection to be ADA compliant. Repaving of the intersection will be performed when their work is complete.

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## Water Department Commission Meeting Report

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### 2. MSC Projects

#### A. West 3<sup>rd</sup> Street Parking Lot – Trustees Project

1. WUM Guyer and WUS Jaeger visited the site and confirmed all water related work for the parking lot is complete and will work with the office to reconcile the project and invoice the Trustees for materials used.
2. Water Operators worked with Electric crew to install the electric conduits, street lighting, and complete the electric portion of the project.

#### B. Automated Meter Reading System – American Municipal Power (AMP)

1. WUM Guyer, EUM Blomquist, and GM Patone are reviewing / evaluating the benefits of an AMI Meter Reading System for MSC and had several meetings with AMP in reference to their AMI Solution. Several additional meetings are scheduled to review the AMP offering and prepare a presentation for the Commissioners.

#### C. Cross Connection Control Survey

1. Water Operators have begun a system survey of domestic and fire services as part of our Cross Connection Program to help eliminate possible contamination of the water distribution system. Surveys confirm that proper devices are installed and that information in our XC2 software is up to date and accurate. Photos of all devices are also being taken. Following the survey, customers will be notified if modification(s) and/or testing of backflow prevention assemblies are necessary.

### 3. Operations

#### A. Outages

1. There was 1 planned outage and no unplanned water outages for the month of October 2020. The planned outage was for MSC Water operators to install the new 4" water service to the Sherriff's House.

#### B. Reporting

1. ATSDR PFAS Testing in New Castle County – WUM Guyer has nothing to update on the assessment.

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2. MSC received the Pilot Study Test Skid Unit and worked with Adam Redding of Calgon Carbon Corporation (CCC) to complete installation on October 2<sup>nd</sup>. The unit is in service collecting and transmitting daily data to CCC. MSC made a modification to the unit where water samples will be collected from influent water to reduce risk of cross contaminating samples. The Unit has been functioning with no issues. MSC continues to collect bi-weekly PFAS sample. CCC will share the results once they have reviewed.
3. DNREC Penn Farm Observation Wells for PFAS – Nothing to update on this project.
4. US EPA Region 3 Training Division – WUM Guyer is preparing his training presentation on MSC's experience in handling the 2014 PFAS Contamination. The virtual presentation is scheduled for November 19<sup>th</sup> from 10:00am to 12:00pm.

### C. System Repairs and Maintenance

1. Riverbend Subdivision - Flushed on October 6<sup>th</sup> and 22<sup>nd</sup> to maintain the required Chlorine Residual.
2. Monthly Meter Reading – Completed on October 12<sup>th</sup>. Water Operators followed up on water check reads and missed reads.
3. WUM Guyer received the annual pump and motor maintenance inspection report from A.C. Schultes, Inc. The report was reviewed and an email sent to A.C. Schultes on October 22<sup>nd</sup> requesting clarification on several items.
4. WUM Guyer and EUM Blomquist started the process of upgrading our MVRs Software and Hardware Meter Reading System to the new FCS Software System. Itron is offering a promotional package for the upgrade as support for the existing MVRs Software will end December 31, 2021.

### D. Grants

1. Water Infrastructure Advisory Council (WIAC) Grants – WUS Jaeger and FP Jones have continued updating requested attribute information for horizontal assets in our ArcPro Mapping System. A copy of this Database was sent to RK&K to be reviewed. On October 28<sup>th</sup>, MSC and RK & K had a video conference meeting to update all team members on our progress and discuss the project overall. RK & K followed up the meeting with requests on more data needed for vertical assets. WUS Jaeger and WUM Guyer are working on gathering this data. Research is also being done to purchase a Tablet that will be used for field work including collecting GPS locations of our assets



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## Water Department Commission Meeting Report

November 19, 2020

Prepared By: Jay Guyer on November 12, 2020

through ESRI Collector App and giving operators access to water distribution system maps that will help with Miss Utility locate requests and general system knowledge.

### E. Capital and Operation & Maintenance Budgets

1. WUM Guyer, EUM Blomquist, and GM Patone have started working on the 5 year Capital Budget focusing on expenses for FYE 2022 for presentation.
2. WUM Guyer, WUS Jaeger, and FP3 Jones have started working on the Operation & Maintenance Budget for FYE 2022.

### F. Cost of Service Study

1. WUM Guyer has started gathering information for the Cost of Service Study and updating the spreadsheets.

### G. Equipment

1. The Kubota skid steer and attachments were received by Burke Equipment. Burke is performing their pre-delivery inspection and will schedule delivery and training on the new equipment.
2. The replacement Truck – 3 has been ordered from NuCar Chevrolet with an estimated delivery of 10 - 12 weeks.

### H. Personnel and Training

1. No personnel issues to report at this time.
2. WUM, WUS, and Water Operators have attended several training webinars in reference to water operations, treatment, and safety for continuing education hours to maintain their operator licenses.

### I. Safety

1. MSC Water Operators and Facility Person hold daily morning tailgate talks discussing jobs/tasks to be performed that day, potential issues or hazards to be considered, personal protective equipment to be utilized, and safety concerns.

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## Water Department Commission Meeting Report

November 19, 2020

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2. A Safety Committee has been created with a representative from each department volunteering to serve and start the review / update process of the current Safety manual.

### 3. Local, State, and Federal Agencies

#### A. WSCC - Water Supply Coordinating Council

1. The next WSCC meeting is scheduled for January 28, 2021.
2. Nothing to update on the Sub - Committee members from Northern New Castle County.

#### B. WRA – Water Resource Agency

1. WUM Guyer will send weekly pump data to Jerry Kauffman of University of Delaware Water Resource Agency (WRA) when requested.

#### C. DEWARN – Delaware Water/Wastewater Agency Response Network

1. The next DEWARN meeting has not been scheduled.

#### D. Water Operator Advisory Council Meeting

1. The next meeting is scheduled for December 3<sup>rd</sup>.

#### E. Delaware Public Service Commission – Miss Utility Damage Prevention Reporting

1. On October 22<sup>nd</sup>, having received no comments on the proposed Utility Damage Reporting Requirements, Delaware's Governor followed the Public Service Commission's recommendation and signed the amendments into law. MSC Guyer and EUM Blomquist will review the requirements of the amended Law to ensure MSC is operating with in compliance.

#### F. Miss Utility of Delmarva Monthly Meeting

1. Miss Utility issued notice that all meetings are suspended until further notice.

### End of Report

**Attachments:**    October 2020 Water Works Report  
                          October 2020 Water Outage Tracking Sheet

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**Monthly Water Works Report**  
**October 1 - 31, 2020**  
**Prepared By: Jay Guyer on November 12, 2020**

Water Production		FT 300		Raw		Adjusted Finished		Total Gallons		Raw		Gallons	
Month	Year	Total Gallons	Raw	Total Gallons	Raw	Total Gallons	Raw	Total Gallons	Raw	Finished	Raw	Total Gallons	Raw
October	2019	14,668,500	14,668,500	14,631,087	14,631,087	14,631,087	14,631,087	14,631,087	14,631,087	11,369,685	11,369,685	11,369,685	11,369,685
October	2020	11,481,400	11,481,400	11,369,685	11,369,685	11,369,685	11,369,685	11,369,685	11,369,685	11,369,685	11,369,685	11,369,685	11,369,685
Difference		-3,187,100	-3,187,100	-3,261,402	-3,261,402	-3,261,402	-3,261,402	-3,261,402	-3,261,402	-111,715	-111,715	-111,715	-111,715
Percentage Difference		-27.8	-27.8	-28.7	-28.7	-28.7	-28.7	-28.7	-28.7	1.0	1.0	1.0	1.0

NOTE: MSC 2020 Fall Fire Hydrant Flushing was not performed this year as the system was flushed June 29th through July 8th. MSC plans to resume normal flushing operations during the April and October 2021.

Well(s) in Operation	Basin Road	Frenchtown Road	School Lane	Cross Roads
Days Pumped	XXX	XXX	XXX	XXX
	31	31	31	31

Water Quality		MSC Average		Goal		Range	
Average Chlorine Residual		0.98 ppm		1.00 ppm		0.90 - 1.20 ppm	
Average pH		7.4		7.6		7.4 - 7.8	
Average Fluoride Residual		0.69 ppm		1.00 ppm		0.80 - 1.20 ppm	

General Water System Report		# Collected		# Received		# Reviewed	
Routine Bacteria Sampling (Office of Drinking Water)		Results		# Completed		# Approved	
Miss Utility Locate Requests (Water and Electric Locates)		0		109		26	
Building Permit Review (Water Related Conflicts)		0		109		26	
		0		0		0	

**2019 Fall Fire Hydrant Flushing**

October 21st to 25th		Total		1,245,120 Gallons	
Adjusted October	2019	13,425,380	13,425,380	13,387,967	
October	2020	11,481,400	11,481,400	11,369,685	
Difference		-1,943,980	-1,943,980	-2,018,282	
Percentage Difference		-16.9	-16.9	-17.8	

Note: Adjusted October is the actual Raw Total Gallons and Adjusted Finished Total Gallons less the 2019 Fall Fire Hydrant Flushing Gallons.

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## Monthly Water Outages / Interruptions Report

October 1 - 31, 2020

Prepared By: Jay Guyer on November 12, 2020

### Planned Outage / Interruptions

Date	Approximate Duration		Location	No. of Customers	Comments
	Hours / Minutes				
10/15/2020	7:30am to 11:00am or 3 hours / 30 minutes		National Park Service - Sherriff's House Market Street	10	Installed the new 4" water service from the main to the new 4" valve and 2" curb stop.

### Unplanned Outage / Interruptions

Date	Approximate Duration		Location	No. of Customers	Comments
	Hours / Minutes				

No Unplanned Outages or Interruptions for the Month of October 2020.